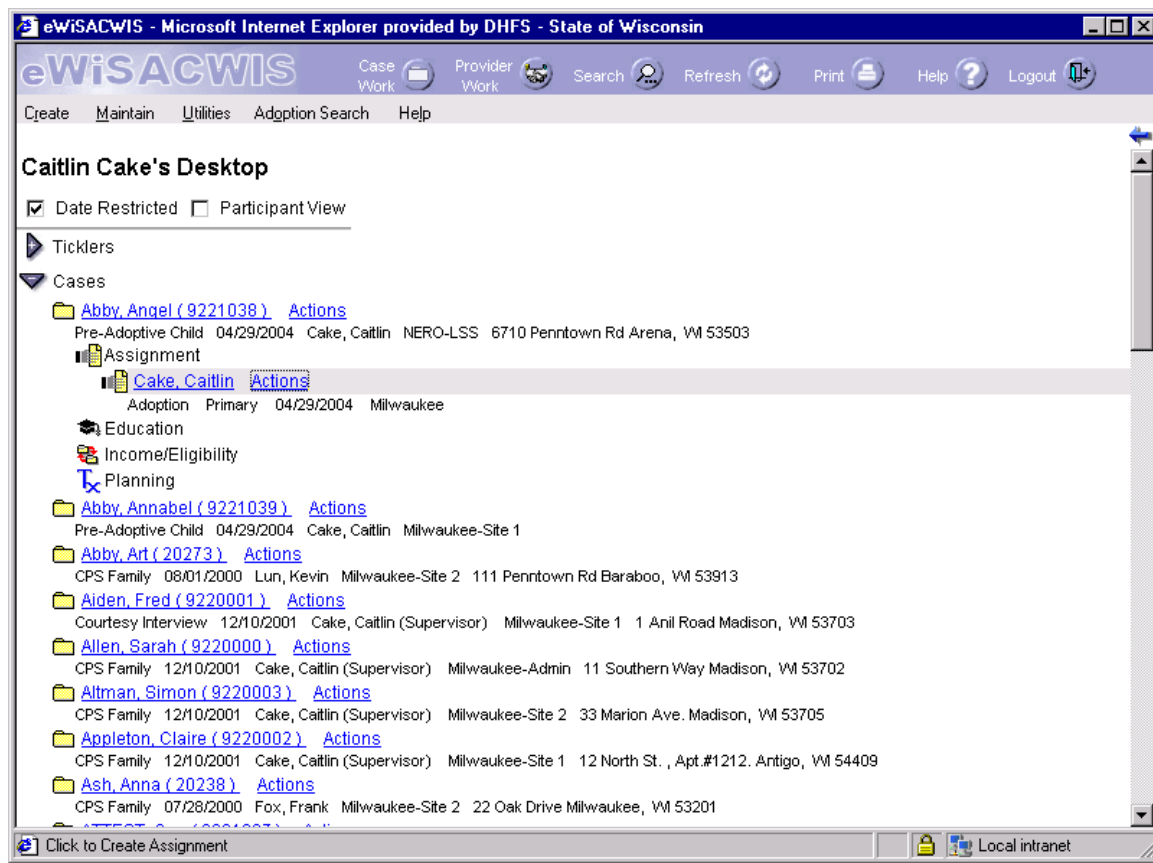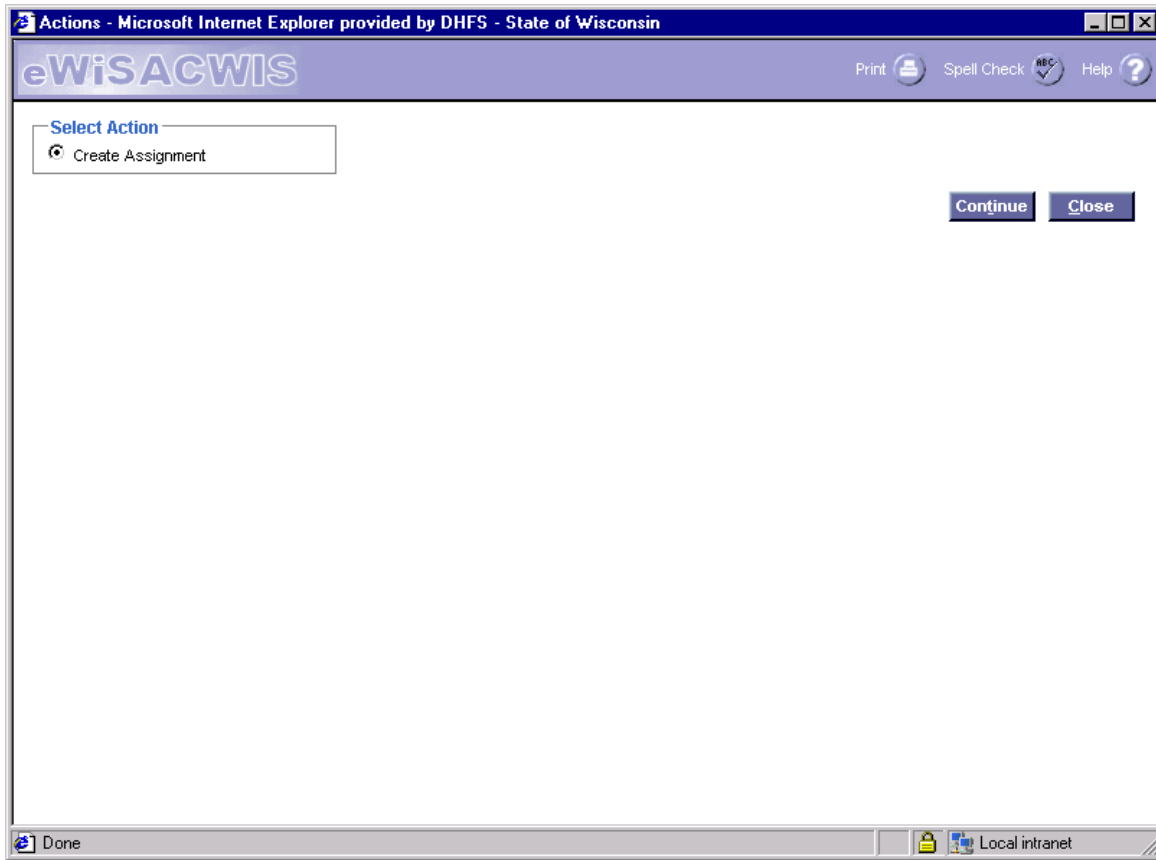# Assigning A Case (Supervisor)

1. From the supervisor's desktop, expand the Case Outliner and click on the appropriate case icon.

2. Click on the Assignment icon.

3. Click on the Actions hyperlink for a worker assignment row.

4. On the Actions Page, select Create Assignment and click continue.

5. On the left side of the page, select the appropriate radio button of the person you want to assign the case to. If you do not see his/her name, go to the View By Box and select County/State. On the left side of the screen will be a listing of all counties. Select the appropriate county and look for the name of the person you want to assign the case to. When identified, click on the worker's radio button.

6. On the right side is the Assignment Definition Box. Type, Responsibility and Role are all drop down values. Select the appropriate value for the type of case assignment to be made. Remember, there can only be one Primary Assignment.

7. The Current Worker Status box relates to the assignment status of the current worker assigned to the case. If the assignment for the current worker should be closed, click on the closed radio button on their assignment will close when a new worker is assigned to the case.

8. The Assignment Details box will pre-fill with the new worker assigned, the case name, and the date the assignment was effective for.

9. Once completed, click on the assign button. eWiSACWIS will create a new assignment, close the current worker assignment (if selected) and notify all people assigned to the case in change of case assignments via e-mail.

eWiSACWIS

Print   Spell Check   Help

Sort By: ⦿ Name ○ Position Title

○ Banana, Brendt Ongoing Supervisor, On-Going Case Management
○ Buffalo, Supervisor Director, On-Going Case Management
○ Clark, Supervisor WM:0 SW Supervisor CPS & JJ, Intake
○ Daisy, Dan OHC Licenser/Consultant, Out-Of-Home Services
○ Door, Supervisor Social Work Supervisor, Initial Assessment
○ Dunn, Supervisor Family Services Manager, Initial Assessment
⦿ Eclair, Etta Ongoing Case Manager, Intake
○ Florence, Supervisor Director, Intake
○ FondDuLac, Supervisor Foster Care Supervisor, Foster Care
○ Fox, Frank WM:1 Ongoing Case Manager, Out-Of-Home Services
○ Green, Supervisor CYF Supervisor, On-Going Case Management
○ Jackson, Supervisor Director, Intake
○ Lafayette, Larry Ongoing Case Manager, On-Going Case Management
○ Langlade, Supervisor CPS Supervisor, Foster Care

Assignment Definition

Category: Case
Type: [CPS Initial Assessment ▾]
Responsibility: [CPS Fam. Serv. - Non-CO ▾]
Role: [Primary ▾]

View By

○ County/State   ⦿ Workers for Supervisor
○ Employing Entity ○ Site/Office

Current Worker Status

⦿ Close   ○ Do Not Close

Assignment Details

Worker: Etta Eclair
For: Abby, Angel
Participant:
Start Date: 05/12/2004   End Date:
☐ Emergency Protective Services Report

[Assign] [Close]

🕮 Done   🔒 🖳 Local intranet